



U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Attachment "C"

|   |  |   |          |  |
|---|--|---|----------|--|
| Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)   |  |   |          |  |
| <b>1. Post</b><br>Belmopan, Belize  |  | <b>2. Agency</b><br>Department of State   |          | <b>3a. Position Number</b><br>310905100101 |
| <b>3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "yes" block.</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No  |  |   |          |  |
| <b>4. Reason For Submission</b><br><input type="checkbox"/> a. Redescription of duties: This position replaces<br>(Position Number) _____ (Title) _____ (Series) _____ (Grade) _____<br><input type="checkbox"/> b. New Position<br><input checked="" type="checkbox"/> c. Other (explain) <b>New Incumbent</b>   |  |   |          |  |
| <b>5. Classification Action</b>   | Position Title and Series Code               | Grade   | Initials | Date<br>(mm-dd-yy)                         |
| a. Post Classification Authority<br>Post HR   | Economic/Commercial Assistant<br>FSN 1510-09 | 09  |          | 5/22/2009                                  |
| b. Other  |  |   |          |  |
| c. Proposed by Initiating Office  |  |   |          |  |
| <b>6. Post Title Position (if different from official title)</b><br>N/A   |  | <b>7. Name of Employee</b>  |          |  |
| <b>8. Office/Section</b><br>Political/Economic Section  |  | <b>a. First Subdivision</b>   |          |  |
| <b>b. Second Subdivision</b>  |  | <b>c. Third Subdivision</b>   |          |  |
| <b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b><br><br>_____<br>Typed Name and Signature of Employee      Date(mm-dd-yy)   |  | <b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b><br><br>_____<br>Typed Name and Signature of Supervisor      Date(mm-dd-yy)  |          |  |
| <b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b><br><br>_____<br>Typed Name and Signature of Section Chief or Agency Head      Date(mm-dd-yy)  |  | <b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b><br><br>_____<br>Typed Name and Signature of Mgt or Human Resources Officer      Date(mm-dd-yy) |          |  |
| <b>13. Basic Function Of Position</b><br>Gathers information and draft reports on economic, commercial, HIV/AIDS, and labor developments in Belize. Assist U.S. and Belizean commercial visitors and callers with business inquiries and trade information. Promotes U.S. commercial opportunities and trade objectives in Belize and facilitates marketing of U.S. products. Prepares monthly report for Ambassador on U.S. Government contributions to Belize and assists callers with business inquiries. Answers written commercial inquiries. Establish and maintain contact with appropriate representatives of the public and private sectors, and non-governmental organizations in support of these functions. |  |   |          |  |
| <b>14. Major Duties And Responsibilities</b>  |  | <b>(See attached sheet)</b> <u>100</u> % OF TIME  |          |  |

## 15. Qualifications Required For Effective Performance

### a. Education

Possession of a Bachelor's Degree in Economics, Political Science, International Relations, Business Administration, or a related field is required.

### b. Prior Work Experience

Four years of economic, business administration, or political-related experience are required.

### c. Post Entry Training

Completion of Commercial Tradecraft course. Training in Access database system and desktop publishing will be an asset.

### d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III ) and specialization (sp/read).

Level IV English (Fluent Working Knowledge) Speaking/Reading/Writing is required.

### e. Job Knowledge

A sound understanding of Belize's business, economic, and political environment. Familiarity with local business practices, marketing channels, trade associations, local trade laws and regulations, and Government policies relating to trade and foreign investment. Good working knowledge of MS Word and Excel is required.

### f. Skills and Abilities

Ability to work well with others and to communicate clearly both orally and in writing. Ability to develop and maintain working level contacts with GOB and private officials, with particular emphasis on local firms. Ability to obtain and evaluate data, to prepare accurate and precise reports. Also should have good information management and computer skills. Ability to answer commercial inquiries using knowledge of American and local business procedures. Ability to call upon outside resources to answer business inquiries.

## 16. Position Element

### a. Supervision Received

Incumbent is supervised by the Political Officer. Supervision should be minimal once basic elements of the position have been mastered. Instructions are given only for new, difficult, or unusual aspects of work.

### b. Supervision Exercised - None.

### c. Available Guidelines - 10 FAM, US FSN Operations Manual, and Commercial Tradecraft course, FSI.

### d. Exercise of Judgment

Position requires considerable exercise of judgment in day-to-day prioritizing of work. Economic/Commercial Assistant makes major decisions regarding plans for trade promotion and shows. Must decide proper response to inquiries and has latitude in assisting visitors, normally without direct guidance from Political/Economic Officer.

### e. Authority To Make Commitments

Incumbent has scheduling authority as well as visitor/call screening authority for the Political/Economic Officer.

### f. Nature, Level, and Purpose of Contacts

Maintains business/commercial/economic contacts and contacts with government officials at all levels for the purpose of electing or sharing specific information and/or scheduling appointments. Should have extensive interaction with working level contacts in order to keep supervisor informed of significant developments as well as commercial and trade.

### g. Time Expected to Reach Full Performance Level - One year.

#### **14. MAJOR DUTIES AND RESPONSIBILITIES: Commercial (Cont.)**

##### **Commercial**

**50% OF TIME**

Develops and maintains working level contacts with, and serves as advisor and primary contact, for government, business, and industry officials to promote USG commercial activities and gather information on trade opportunities. Proposes, promotes, and organizes official commercial functions, trade show exhibits, etc., including preparing hand-outs, drafting guest lists, making logistical arrangements, and responding to follow-up questions and information requests. Subscribes to and distributes commercial opportunities to appropriate audience.

Obtains information from a variety of published and unpublished sources to respond to Department of Commerce needs; e.g., Blue Lantern. Perform legal research at the General Registry and the offices of the Registrar of International Business Companies on company registrations, ownership, and land titles. Handle trade and business complaints. Replies to written, telephonic, and visitor requests for economic, commercial, and trade information. Researches and prepares business information handouts and organizes reference materials.

Prepares regular reports for Ambassador on "U.S. Government Contributions to Belize," that requires close coordination with Embassy front office and several USG agencies.

Drafts cables relating to commercial matters, such as American investments in Belize.

Drafts press releases and serves as the main contact for all Embassy commercial events, such as trade shows, trade missions, conferences, new trade agreements, etc. Also serves as primary contact for USDA/Foreign Agricultural Service (FAS) for commerce-related activities and the Belize Sugar Industries to report on sugar quotas and shipments to the U.S. via diplomatic notes, press releases, certificates of quota eligibility and reporting cables.

##### **Economic Reporting**

**30% OF TIME**

Obtain information from a variety of published and unpublished sources and prepare factual and comprehensive analytical reports. Obtain and process economic, trade,

and demographic data and make written contributions to major economic papers such as the Country Commercial Guide and Special 301 Report. Monitor and report on USG financed projects (OPIC, Ex-Im, etc.) Maintain extensive contacts necessary to carry out publications and draft cables.

**Health/Social; Environment, and Aviation Affairs**

**20% OF TIME**

Provides a wide range of advice and assistance to USG officials and performs special projects and/or research as assigned, which often includes e-mail and/or cable reports on health (HIV/AIDS), social (women's issues), environmental, and aviation issues and may include assisting with travel and other logistical arrangements for visitors. Develops and maintains working level contacts with USAID and other USG officials as well as GOB contacts to facilitate exchange and implementation of programs. Keeps abreast of, and reports on, health (HIV/AIDS), and women and children issues in Belize. Promotes, coordinates, and manages the Caribbean Ambassadors' Small Grants Program for HIV/AIDS (AF). Develops and monitors Global Fund and PEPFAR funding in Belize and maintains working-level contact with, advises USG personnel on, and responds to inquiries from USG, GOB, UN agencies, and NGO stakeholders on issues related to Belize's Global Fund, AF, and other HIV projects. Develops and maintains a computer database of local, regional, and international HIV/AIDS stakeholders.

Drafts selected aviation-related cables and correspondence. Maintains working-level contact with authorities of U.S. Department of Homeland Security (DHS), U.S. Federal Aviation Authority (FAA), Belize Civil Aviation Department, and Belize Airports Concession Company.

Researches and keeps American Officers informed of environmental issues and programs in Belize.

The incumbent serves as back-up Time and Attendance record-keeper for the Political/Economic Section.

Incumbent is required to perform any other duties which may be assigned.